



Capital Planning Committee

Date: Thursday June 25, 2020

Time: 5-7pm

Location: Held Remotely

Register in advance for this meeting:

<https://zoom.us/join/zoom/register/tJwlc--rrjkiHdMN40dQAwW4BnEIVDeTU1Bn>

After registering, you will receive a confirmation email containing information about joining the meeting.

Agenda

1. Briefly touch base on how everyone is doing (5 min)
2. Review and approve February 13, 2020 minutes (5 min)
3. Recap Town Meeting - no cuts to FY2021 Capital Budget; police vehicle line item was questioned (5 min)
4. Discuss anticipated revenue environment in coming years - impact of reduced state aid on Town Budget; flow-through to Capital Budget (10 min)
5. Big to-do's in the coming fiscal year:
 - a. Invite candidates to apply for open Moderator-appointed positions on CPC, to succeed Brian and Steve (5 min)
 - b. Draft the letter to Departments outlining the Capital Planning request process and the information we will need from them: (10 min)
 - i. status of prior appropriations
 - ii. any changes to requests submitted in prior rounds
 - iii. new requests
 - iv. coordination with Facilities
 - v. prioritization of their requests
 - c. Plan to create a CPC process to compare and aggregate priorities from different departments into a single comprehensive list (10 min)
 - d. Plan to budget for the anticipated large pressures on the Capital Plan in upcoming years such as: roads, playgrounds, libraries, value-engineered items from AHS rebuild (10 min)
 - e. Plan to adopt CPC policies on: (10 min)
 - i. minimum bonding threshold
 - ii. maximum percent of plan that should cover debt service (total) and debt service (buildings)
 - iii. recapture of budget capacity when estimated debt service is higher than actual, or when anticipated bond issuance does not happen
 - f. Plan to do a full knowledge transfer from Brian of how to prepare the Capital Planning Master xls (5 min)
 - g. Plan to restart the Software Sub-committee (5 min)
6. Nominations for and elections to offices (10 min)
7. Set the first meeting of the fall: Thurs, Sept 17? (5 min)